



Start by creating a quiz from scratch or changing an existing form into a quiz.

In this section, you learn how to:

- 1.1 Create a new quiz or convert a form
- 1.2 Add questions
- 1.3 Collect email addresses and names
- 1.4 Specify correct answers and points
- 1.5 Add feedback to answers

1.1 Create a new quiz or convert a form

1 Create a new quiz:

To create a quiz from Forms, go to forms.google.com and click **Blank Quiz**.

To create a quiz from [Drive](#):

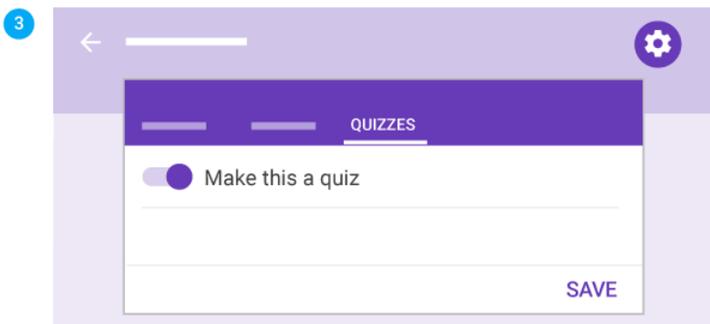
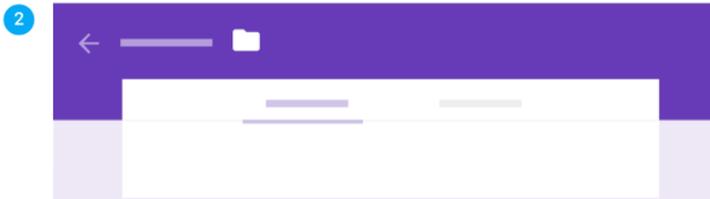
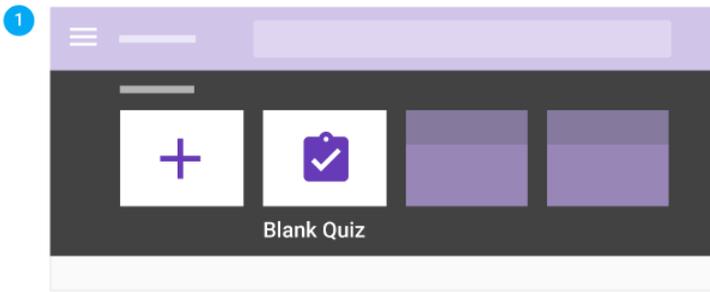
1. Click **New**, hover over **More > Google Forms >** and click **From a template**.
2. On the General tab, scroll to the bottom and click **Blank Quiz**.

2 Customize your quiz:

1. Name your file: In the top left, click **Blank Quiz** and enter a name.
2. Name your quiz: Above the questions, click **Blank Quiz** and enter a name.
3. (Optional) Take any of the following actions:
 - Move your form to a different Drive folder:** Click Move to folder  >. Choose your folder and click **Move here**.
 - Add a description:** Under the quiz name, add your text.
 - Change the background color or theme:** Click Color Palette , then select a color. Or, click Theme  and select a theme.

3 Convert a form into a quiz:

1. Open the form in [Forms](#).
2. Select Settings  > **Quizzes > Make this a quiz > Save**.



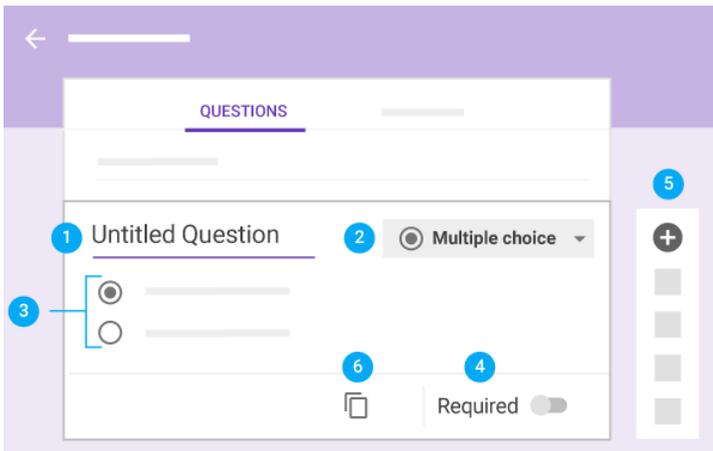
1.2 Add questions

- 1 Click **Untitled question** and enter your question. You get suggestions based on your type of question.
- 2 (Optional) To change the question type, click the Down arrow ▼.
- 3 Add response options (if applicable for your question type).
- 4 (Optional) To specify if people must answer the question, click **Required**.

To add more questions, choose an option:

- 5 To add a new question, click Add question ⊕.
- 6 To add a copy of the existing question, click Duplicate 📄.

Note: Changes are automatically saved. To preview your changes any time, at top right, click Preview 🔍.



1.3 Collect email addresses and names

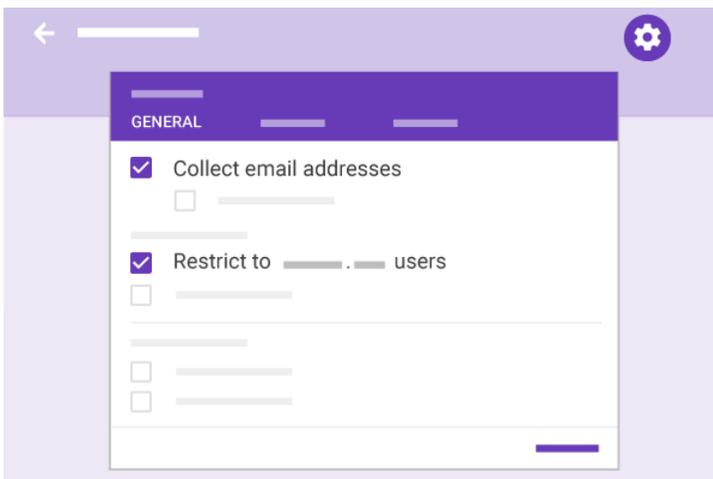
To identify each respondent and send quiz results or feedback, you can collect email addresses and request individual names.

To turn on email collection, click Settings  > **Collect email address**. There are 2 approaches when you're collecting email addresses:

Domain restricted: Automatically collects the person's organizational email address (that they are signed in with). Select the setting **Restrict to 'your organization's' users**.

Unrestricted: People can enter any email address. Deselect the setting **Restrict to 'your organization's' users**.

To collect names, create a question that asks people to enter their names. You can also create a separate section for collecting emails and names. See [Track students in different periods who take the same quiz](#).



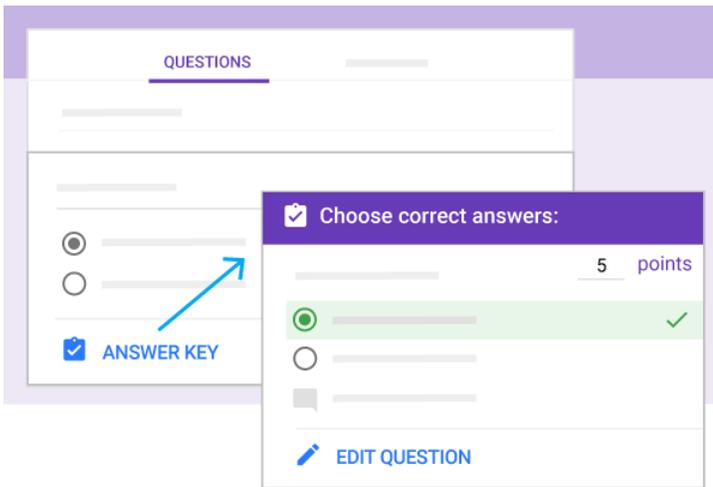
1.4 Specify correct answers and points

You can specify answers for these question types: multiple choice, checkbox, dropdown, and short answer. You can also specify how many points a correct answer is worth.

Specify correct answers and points:

1. Click the question.
2. Click **Answer Key**.

3. Select or type the correct answer (or answers).
4. Next to the question, enter the number of points the correct answer is worth.
5. Click **Edit question** to go back to the question. Changes save automatically.



| Type of question: | Marked correct if respondent provides: |
|-------------------|--|
| Multiple choice | Any matching answer |
| Dropdown | Any matching answer |
| Checkbox | All matching answers (if there are several) |
| Short answer | <p>The exact answer</p> <p>Note: You can automatically mark non-matching responses as incorrect by selecting the option Mark all other answers incorrect. If you don't select this option, non-matching responses are left ungraded for you to manually review and award points.</p> |

1.5 Add feedback to answers

You can add feedback for incorrect and correct answers to each question. Respondents won't see the feedback until they get their results.

Add feedback to answers:

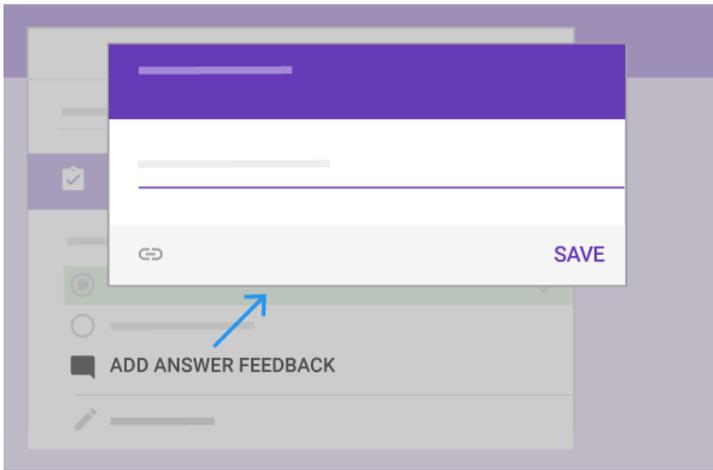
1. Click the question.
2. Click **Answer Key > Add Answer Feedback**.
3. Depending on the type of question, choose from the following actions:
 - For questions graded automatically, add feedback under **Incorrect Answers**, **Correct Answers**, or both.
 - For questions graded manually, enter general feedback. It appears for all responses.
4. (Optional) To add a link:

a. Click Link .

b. In **Link to**, add the URL.

c. (Optional) In **Text to display**, enter the text you want to appear.

5. Click **Save**.





Once your quiz is ready, you can send it to your respondents.

In this section, you learn how to:

- 2.1 Control who can respond
- 2.2 Send a quiz

2.1 Control who can respond

You can limit respondents to people in your organization. That way, only people who have an email that's associated with your organization can respond to the quiz. If you don't limit respondents, then people can respond to the quiz using any email address.

To limit respondents to people in your organization, click Settings  > **Restrict to your organization's users**.



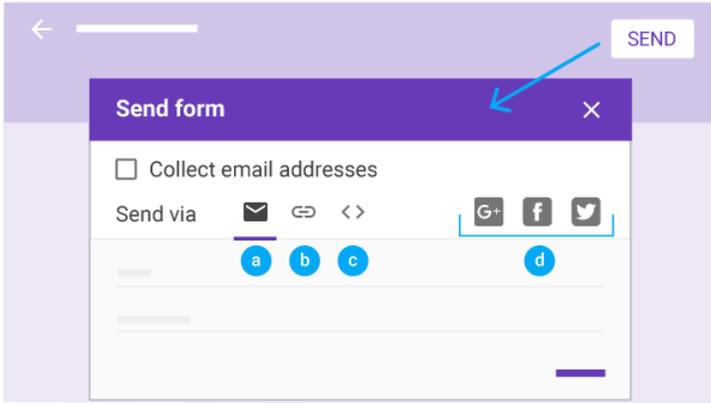
2.2 Send a quiz

When you're ready to send out your quiz, you can send it by email, copy and paste a link in a chat or email message, embed it on a website, or share a link on social media.

Send your quiz:

1. At the top right, click **Send**.
2. (Optional) To collect email addresses, choose an option:
 - If the quiz's audience is limited to your organization, check **Automatically collect respondent's your organization email address**.
 - If you're distributing the quiz externally, check **Collect email addresses**.
3. Choose how you want to send the quiz:
 - a Email**—Click Email . Enter email addresses in the **To** field. You can customize the subject and message contents.
 - b Link**—Click Link . You can shorten the URL. Click **Copy** and paste the link into a chat, conversation, or email.

- c **Website content**—Click Embed <>. You can specify inline frame dimensions. Click **Copy** and paste the HTML into your website or blog.
- d **Social media**—Click one of the social media icons.





You can grade quizzes by question or by individual. For example, you might prefer to grade all answers to a specific question at once. Or perhaps you want to grade an individual's entire quiz.

In this section, you learn how to:

- 3.1 Grade by response
- 3.2 Grade by respondent

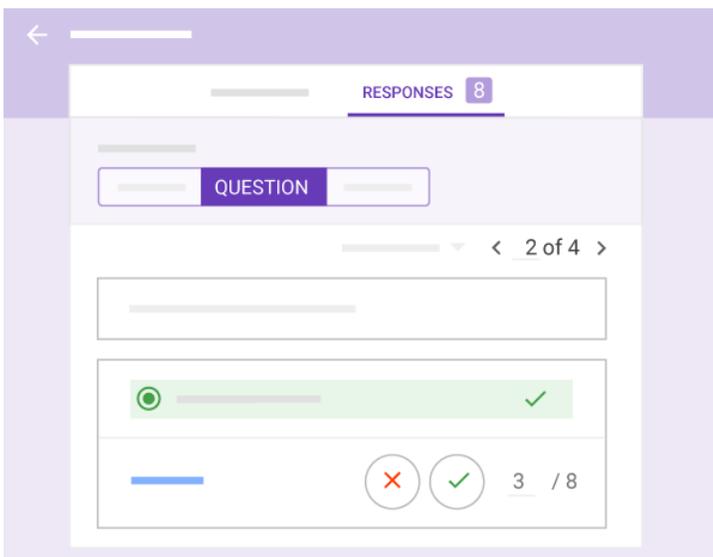
3.1 Grade by response

Some questions need to be graded manually, like short answer or paragraph formats. To grade faster and reduce potential bias, you can grade by question. This is because identifying information doesn't appear by default. You'll see all the answers for a particular question at once.

Note: You can't grade by question for grid-type questions.

Grade by response:

1. Under **Responses**, click **Question**.
2. Mark each response as Correct ✓, Incorrect ✗, or assign partial or extra credit points by entering them in the rightmost field.
Note: The same responses are grouped together. This way, you can give feedback or assign scores in bulk.
3. When you're done grading all responses for a question, click **Save**.
4. To move between questions, click **Previous** < or **Next** > .



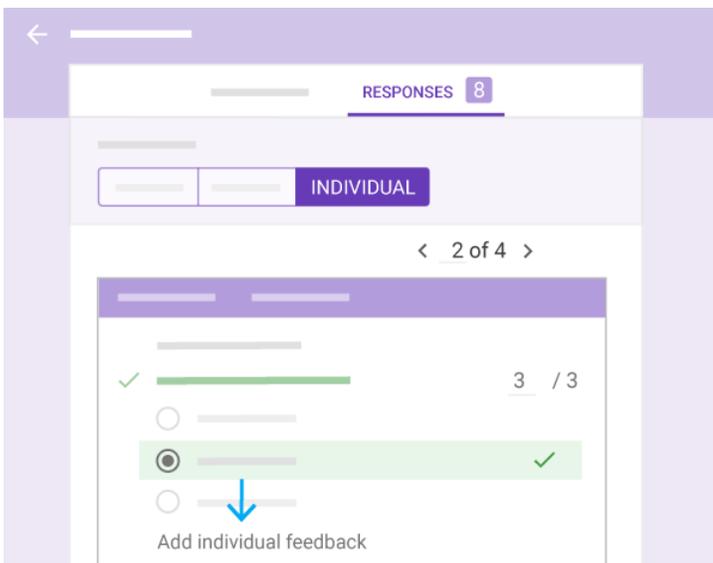
3.2 Grade by respondent

You can grade an individual's entire set of quiz responses at once.

Grade by respondent:

1. Under **Responses**, click **Individual**.
2. For each question (except grid-type questions, which aren't graded), take any of the following actions:
In the rightmost field, enter how many points the response earned.
Questions that have been graded automatically are assigned the maximum number of points for a correct answer, and zero points for an incorrect answer. If you want to override these values, you can.

(Optional) Click **Add individual feedback**. Enter your feedback and click **Save**.
If you already specified feedback, it will be overridden.
3. To save all changes, click **Save**.
4. To move between individuals, click **Previous** < or **Next** > .





You can send quiz results immediately upon submission, or send results by email later.

In this section, you learn how to:

- 4.1 Customize quiz results
- 4.2 Choose when to send results
- 4.3 Send results by email

4.1 Customize quiz results

When you send quiz results, whether automatically or manually, the following information is included:

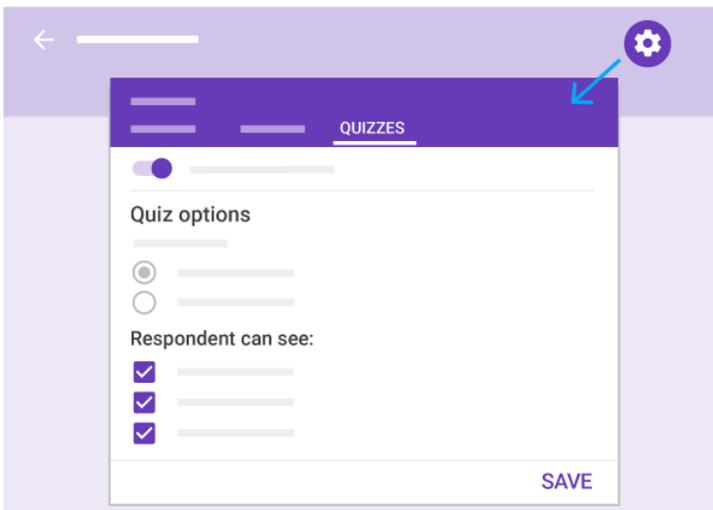
Incorrect responses

Correct answers

Point values

Customize quiz results:

1. In [Forms](#), open a quiz.
2. Click Settings  > **Quizzes**.
3. Under **Respondent can see**, select or deselect any of the options.
4. Click **Save**.



4.2 Choose when to send results

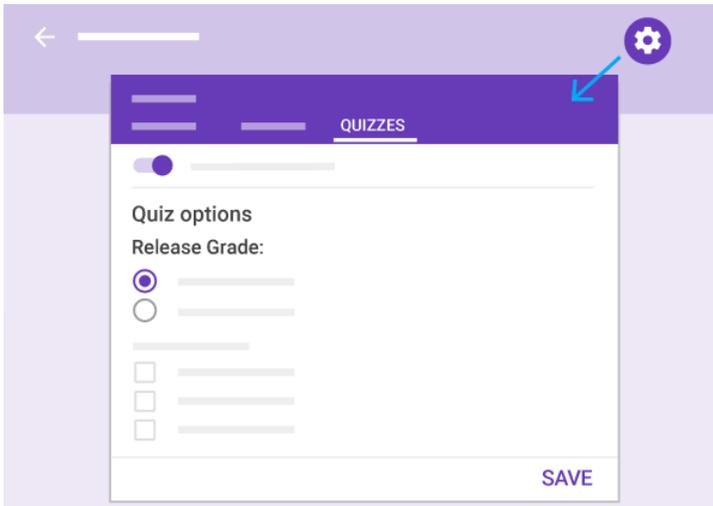
1. At the top right, click Settings .
2. Click **Quizzes**.

3. Choose an option:

Immediately after each submission: Automatically sends respondents their results after submission.

Later, after manual review: Email results to respondents at a time of your choosing. Selecting this option turns on email collection, which is necessary so that you can send results later.

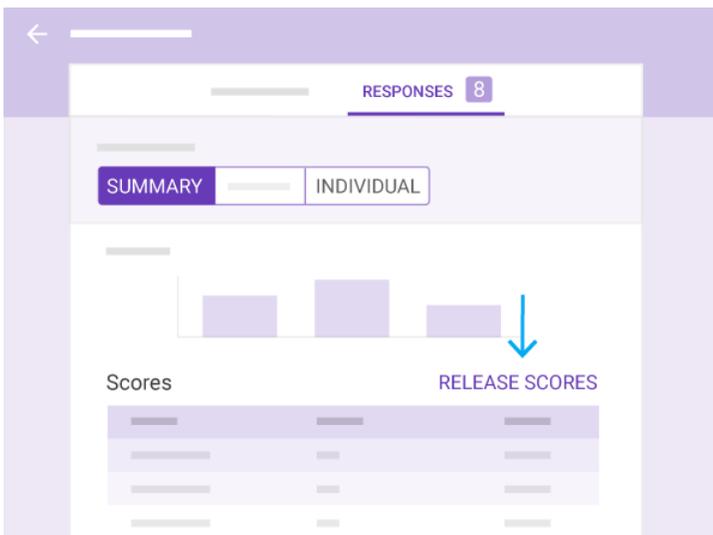
4. Click **Save**.



4.3 Send results by email

When you're finished grading and ready to send results, you can choose who to send them to.

1. Under **Responses**, click **Summary** or **Individual**.
2. Click **Release Score(s)**.
3. Check the boxes next to who you want to email.
4. Click **Send Emails and Release**.





It's easy to print questions or responses in a quiz.

In this section, you learn how to:

[5.1 Print questions or responses](#)

5.1 Print questions or responses

1. At the top of the quiz, click **Questions** or **Responses**.
2. (Responses only) Click **Summary** or **Individual**.
3. At the top, click More **⋮** **> Print**.
4. For questions and individual responses, choose your settings, then click **Print**.
5. For a summary of responses, from your browser, click **File > Print**.

